

Deleted Transactions

Tip & Technique Volume 4, Issue #68 notified agencies that the PF-3 Delete key has been disabled on the R*STARS 510 screen, Recall a Batch for Correction. This key remains disabled. However, MAIN is able to delete transactions that legitimately need to be deleted. Agencies that need transactions deleted should contact the MAIN Help Desk at (517) 373-6222 or (800) 856-6246. Agencies should fax the Help Desk screen prints of the transaction to be deleted. In addition, the Chief Accountant of the agency will have to grant MAIN permission to delete the transaction.

Agencies should review their IT file and determine if there are transactions in an open month that need to be deleted. Agencies need to closely review August transactions and submit requests to delete erred transactions prior to September 10 (month close).

Examples of the types of transactions that should be deleted are:

- Transactions that contain errors and the agency has reentered the transaction in a different batch.

- Transactions that should not be posted due to erroneous information.

- DCDS batches with zero amount transactions.

- Erred companion transactions.

MAIN will not delete system generated or posted companion transactions. We are continuing to analyze the original problem and will keep you informed via future Tips & Techniques.